

**CLERK OF THE COURT OF COMMON PLEAS  
AUTO TITLE DIVISION**



**Mark Dempsey**  
Chief Deputy

**JOHN O'GRADY**  
**CLERK OF COURTS**

**Transferring an Out-Of-State Title with Lien/Lease to an Ohio Title**

1. Complete the attached form letter.
2. Mail or fax the completed form letter to your lien holder.
3. We will contact you when we have received the necessary documents.
4. After we have received the documentation, the owner must bring an Out-Of-State Inspection and their driver's license to one of our offices to apply for the Ohio title. Any new car dealer or Deputy Registrar can complete the Out-Of-State Inspection which verifies the serial number, year, make and model of your vehicle.
  - If the title is in two names, both persons must apply for the Ohio Title. If one of the owners is unable to come to our office, they may authorize another person to apply on their behalf with a notarized power of attorney.
  - In certain circumstances, supporting evidence may be required.
  - For information on obtaining Ohio license plates, contact the Ohio Bureau of Motor Vehicles.

**Please contact the Franklin County Clerk of Courts Auto Title Division at (614) 462-3090 if we can be of any further assistance.**

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**LEASING COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Leasing Company: Please forward the following documents to:

John O'Grady  
Franklin County Clerk of Courts  
45 Great Southern Blvd.  
Columbus, OH 43207

1. *Original Certificate of Title or Ownership Certificate from your state.*
2. *Two Notarized Powers of Attorney forms for your customer to obtain title and registration.*
3. *Leasing Permit # (LD or 99#) for tax exemption purposes.*
4. *Original or certified copy of the security agreement or mortgage papers.*

Owner's name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Out-of-state Title to be converted to an Ohio Title for a:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Body Type: \_\_\_\_\_ Serial Number: \_\_\_\_\_

The above is in accordance with section 4504.14 of the Ohio General Code. All necessary papers according to Ohio laws will be returned to you upon completion. This is for conversion only and not a transfer of ownership.

Thank you,

John O'Grady  
Clerk of Courts

Mark Dempsey  
Chief Deputy of Title Operations